

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Stationary Engineer	
		Division and/or Subdivision Siskiyou Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Deadwood Conservation Camp	
		Class Title of Position Stationary Engineer	
		Position Number 542-233-6713-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the general supervision of the Assistant Chief, the Stationary Engineer performs the following duties: *Operates, installs, maintains, and repairs HVAC (heating, ventilation, air conditioning) equipment; including boilers, gas furnaces, electric heating coil units, condensing units, cooling coils, air handlers, and self-contained cooling units; commercial and residential water heating equipment and cooking equipment, including: ovens, ranges, braziers, deep fat fryers, toasters, coffee makers, grills; commercial walk-in refrigerators and freezers, including repair and maintenance of refrigerant compressors, condensers, evaporators, traps, expansion valves, stop valves, and float valves together with distribution lines, and all valves and devices for air and temperature control.		
20%	*Operates, maintains and repairs all natural and manufactured gas distribution lines, and manufacturing systems including all valves and control devices; operates, repairs and maintains water systems, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines; operates, repairs and maintains all types of motors and engines used to power pumps, compressors and fans; repairs and maintains single and multi-phase electrical circuits up to 550 volts; repairs and maintains electrical transformers, motors, controls, machinery, fixtures, appliances and elevators, generators, and automatic transfer switches; repairs and maintains electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers; calibrates control systems for air conditioning, refrigeration, heating and ventilations systems, including air balance, humidistat and solid state electronic motor control amplifiers.		
15%	*Operates, maintains and repairs water and sewage systems, trash pumps, grinder pumps, spray fields, septic tanks diversions, distributions systems, and lift stations; laundry, bakery and culinary equipment; inspects and trouble shoots electrical and mechanical systems and equipment to identify repairs needed.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Maintains both necessary and desirable licenses; Waste Water Operator, Water Distribution Operator, Water Treatment Operator, CFC License, Fire Alarms Technician, Backflow Prevention Assembly Tester and Repair			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
Stationary Engineer

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%	Performs minor building maintenance and repair; plans layouts and estimates costs of electrical mechanical, and electronic systems; requisitions parts, supplies and equipment; calculates systems requirements to provide estimates for modifications or replacement of systems; leads and trains subordinates and less senior personnel and advises them of unusual problems, procedures, and practices.
10%	*Maintains and repairs natural and LPG gas distribution and storage systems; water and sewage treatment systems, including filters, softeners, piping and pumps; laundry washers and dryers; air compressors; and vehicle fuel storage and handling systems.
5%	*Personally installs, maintains, repairs & operates gas and electrical appliance furnaces, air conditioning systems, walk-in and reach-in refrigerators and freezers, water heaters, gas distribution and LPG storage systems, water and sewage systems, air compressors and laundry equipment.
5%	Installs, operates maintains and tests fire alarm systems including control panels, annunciators, batteries, pull stations, detectors, wiring and other devices.
5%	Works with and instructs field fire control personnel and conservation camp members as non-technical helpers in the maintenance and repair of systems and equipment.
5%	Prepares parts and material lists, obtains cost estimates, and purchases parts for equipment and system repair. In accordance with approved mechanical plans, makes material lists and installs equipment and appliances.
5%	Maintains specialized tools, safety equipment, vehicle and work records. *Conducts safety tailgate sessions with the non-technical help assigned to projects.
	Positions located at a camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standard are met.
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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date